

## User rules for the usage of the MÜNSTER IMAGING NETWORK -MICROSCOPY-

The MÜNSTER IMAGING NETWORK (MIN) is a facility of the Cells-in-Motion Interfaculty Centre (CiM), a central scientific establishment of the University of Münster. The purpose of the MIN is to expertly and sustainably assist scientists at the University of Münster in obtaining, using, and further developing modern imaging technologies. It is open to all research groups at the university. The network provides a platform for booking and billing existing equipment, coordinates maintenance and repair, supports research groups in establishing new imaging techniques, and trains users in handling the complex instruments and methods.

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### §1 General Information on the Microscopes of the MÜNSTER IMAGING NETWORK

- (1) To ensure the most efficient use of advanced microscopes in Münster, their use is centrally coordinated through the network. This includes the following microscopes:
  1. Category: Central microscopes, which are entirely assigned to the MIN.
  2. Category: Decentralized microscopes, which are assigned to the respective research groups responsible for their procurement.
- (2) Central microscopes (1st category) of the MIN are fully maintained by its staff. All users pay a usage fee according to the current price list for using these devices. The MIN is responsible for maintenance and repair. The same device-specific booking rules apply to all users.
- (3) Decentralized microscopes (2nd category) can, by arrangement with the respective research group, also be booked by external research groups. These groups pay usage fees according to the current price list. The MIN covers repair costs (project specific costs) for these devices only to a proportional extent. Special booking rules may apply for external users, which are agreed upon with the respective research group.

### §2 Instructions

- (1) Devices in the Imaging Network may only be used after receiving instruction from authorized persons. After the instruction and agreement to the declaration of cost coverage (§8), the user is granted the right to book the device. The booking schedule is accessible at [booking-imaging.uni-muenster.de](https://booking-imaging.uni-muenster.de) should be used for bookings. Authorized personnel for instructions are staff from the MÜNSTER IMAGING NETWORK and, for decentralized devices, responsible staff from the respective research groups to which the device is assigned.

### §3 Bookings

- (1) After instruction (§2) and signing the cost assumption statement (§8), users are permitted to book and independently use the respective device through the MIN's booking schedule. The booking schedule is accessible at [booking-imaging.uni-muenster.de](https://booking-imaging.uni-muenster.de)
- (2) Members of the University of Münster can log in to the booking schedule using their university ID and central password.
- (3) Microscopes can be booked in usage increments ranging from 30 minutes up to the predetermined maximum usage time.
- (4) The respective device-specific booking rules must be observed when booking. These are detailed in the booking schedule in the information section of each device. For decentralized devices, it is important to note that these rules may differ for members of the research group assigned to the device and for external research groups. For decentralized devices, the operating group is responsible to provide appropriate information.
- (5) Bookings should ideally be cancelled 12 hours in advance. However, cancellations are possible up until the beginning of the booking. If this possibility is used too frequently, the MIN will actively advise the user on booking planning. Should frequent, short-notice cancellations persist, the MIN reserves the right to charge up to 100 percent of the costs for cancelled bookings. Changes to booking times after the booking has started can only be made by MIN staff.
- (6) The data recorded by the booking schedule is used for generating semi-annual invoices as well as for collecting general user statistics.
- (7) In principle, the devices of the MIN can also be used by non-university members. This always requires consultation with the MÜNSTER IMAGING NETWORK and must not impede the work of university members.

### §4 Logbook

- (1) A logbook is kept for each device. Users must manually enter the date and time of use, any special incidents (e.g., malfunctions), and device-specific values (such as the objective used, immersion medium, laser line, etc.). Special incidents must be immediately reported to the device supervisor.

### §5 Liability

- (1) Users or the involved institution are liable for any damages to devices resulting from improper use. In the case of repeated improper use, the MIN reserves the right to revoke the user's booking permission.

## §6 Data Storage

- (1) Data generated at the microscopes should either be stored on a personal data server or temporarily on the data server provided by the MIN. Temporary data storage is possible on a data partition (usually D). Data on this partition is regularly reviewed, and older data (older than 4 weeks) may be deleted after notifying the user in a timely manner.
- (2) The use of personal storage media (USB hard drives and USB sticks) is only permitted in exceptional cases.
- (3) The Imaging Network provides the microscopy database OMERO for long-term storage. The OMERO server is accessible at [omero-imaging.uni-muenster.de](https://omero-imaging.uni-muenster.de).

## §7 Rules for Acknowledgments and Co-authorship

The Deutsche Forschungsgemeinschaft (DFG) evaluates the significance of equipment centers based on mentions in acknowledgments, citations, and co-authorships. To ensure the performance of the Imaging Network, it is important that users adhere to the following rules:

- (1) Acknowledgments:

When using devices of the MIN or devices of associated groups, or when data produced by MIN staff (such as microscope images or analysis data) is used in publications, the MÜNSTER IMAGING NETWORK should be mentioned by name in the acknowledgments.

Example:

We thank (Staff Member) of the MÜNSTER IMAGING NETWORK of the University of Münster for support in microscopy (or technique or data analysis).

- (2) Co-authorship:

For substantial intellectual or experimental contributions, the general rules for co-authorship also apply to staff of the MIN. The MIN recommends a meeting between the involved parties (user, research group leader, and MÜNSTER IMAGING NETWORK coordinator) prior to such contributions.

## §8 Declaration of cost coverage

- (1) Operating costs are incurred for the use of central devices of the MIN (1st category) as well as for the use of decentralized devices (2nd category), according to the current price list. The current price list can be found on the Imaging Network's homepage (<https://www.uni-muenster.de/Cells-in-Motion/research/infrastructure/microscopy/index.html>).

- (2) Changes to the price list are announced 3 months in advance. Billing is conducted semi-annually and based on the data recorded in the central booking schedule.
- (3) Before a user receives permission to book a device, a declaration of cost coverage must be signed by the respective institute head or a budget officer.
- (4) Usage fees are used for project specific device repairments, provision of consumables (e.g., new laser lines, immersion media, halogen lamps, etc.), and necessary software updates.
- (5) Costs for users outside the University of Münster are agreed upon in advance with the MIN.
- (6) Research groups can and should apply for third-party funding from the DFG for the use of advanced light microscopes, including their own. The MIN is available to answer further questions and assist with the application for these usage costs.